

ಸಂಖ್ಯೆ :

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2020 ರ ಫೆಬ್ರವರಿ / ಮಾರ್ಚ್ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

A

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 X**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಲಿಖಿತ ಪರೀಕ್ಷೆ
ಪ್ರಶ್ನೋತ್ತರ ಪತ್ರಿಕೆ

ದಿನಾಂಕ : 26. 02. 2020]

[ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

ಸಮಯ : ಬೆಳಿಗ್ಗೆ 10-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 11-30 ರವರೆಗೆ]

ನೋಂದಣಿ ಸಂಖ್ಯೆ :

ಪರೀಕ್ಷೆಯ ಕೊಠಡಿಯ ಮೇಲ್ವಿಚಾರಕರ ರುಜು ಮತ್ತು ದಿನಾಂಕ

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಉತ್ತರ ಬರೆಯಲು ಪ್ರಾರಂಭಿಸುವ ಮುಂಚೆ ನೋಂದಣಿ ಸಂಖ್ಯೆ ಮತ್ತು ವಿವರಗಳನ್ನು ಮುಖಪುಟದ ಮೇಲೆ ಅವುಗಳಿಗೋಸ್ಕರ ಇರುವ ಸ್ಥಳದಲ್ಲಿ ಬರೆಯಿರಿ. ಅಂಕಗಳನ್ನು ಬರೆಯುವುದಕ್ಕೆ ಬಿಟ್ಟಿರುವ ಸ್ಥಳದಲ್ಲಿ ಏನನ್ನೂ ಬರೆಯಬಾರದು.
2. ಉತ್ತರ ಪತ್ರಿಕೆಯ ಯಾವುದೇ ಭಾಗದಲ್ಲಿ ನಿಮ್ಮ ಹೆಸರನ್ನು ಬರೆಯಬಾರದು. ಹಾಗೆ ಬರೆದಲ್ಲಿ ಪರೀಕ್ಷೆಯಿಂದ ಡಿಬಾರ್ ಮಾಡಲಾಗುವುದು.
3. ನೀವು ಉತ್ತರಿಸುವ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಸಂಕೇತ (ಎ, ಬಿ, ಸಿ, ಡಿ) ವನ್ನು ಪರಿಶೀಲಿಸಿಕೊಳ್ಳುವುದು.
4. ಉತ್ತರ ಪತ್ರಿಕೆಯೊಂದಿಗೆ ಯಾವುದೇ ಇತರೆ ಕಾಗದಗಳನ್ನು ಲಗತ್ತಿಸಬಾರದು.
5. ಹೆಚ್ಚಿನ ವಿವರಗಳಿಗೆ ನಿಮ್ಮ ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ಸೂಚನೆಗಳನ್ನು ಓದಿ.

	ಪ್ರಶ್ನೆಯ ಸಂಖ್ಯೆ	ಅಂಕಗಳು
	I	
	II	
	III	
	IV	
(ಒಟ್ಟು ಅಂಕಗಳು ಅಕ್ಷರಗಳಲ್ಲಿ)	V	
	ಒಟ್ಟು	

ಪರೀಕ್ಷಕರ ರುಜು

ಸಂಕೇತ :

12001

[Turn over

COMPUTER EXAMINATIONS – FEBRUARY / MARCH, 2020
OFFICE AUTOMATION
(THEORY)

Time : 1 hour]

[Max. Marks : 100

- Instructions :**
- i) Write your Register Number properly.
 - ii) Do not tag extra sheet with this Booklet.
 - iii) Use **Blue / Black** ball point pen only.

I. Choose the correct answer : 20 × 1 = 20

1. devices are extensively used by banks to input cheque number.
(A) Webcam (B) MICR
(C) Light pen (D) Joystick
2. To activate company features we press button.
(A) F9 (B) F10
(C) F11 (D) F12
3. Green colour wavy line under a word indicates
(A) Hyperlink (B) Spelling Mistake
(C) Book mark (D) Grammatical Mistake
4. The shortcut key for reversing journal is
(A) F10 (B) Ctrl + F10
(C) Alt + F10 (D) None of these
5. holds the deleted files & folders.
(A) Desktop (B) System Tray
(C) Trash (D) Recycle bin
6. To delete a slide command is used.
(A) Clear slide (B) Remove slide
(C) Delete slide (D) Wash slide
7. voucher is used for transferring the funds from one bank to another bank.
(A) Payment (B) Contra
(C) Credit Note (D) Memo
8. In Excel, by default the text is aligned.
(A) right (B) centre
(C) left (D) justify

9. Ctrl + H is the shortcut key for
(A) Replace (B) Hyperlink
(C) Header (D) Find
10. The extension of Excel Template is
(A) XLS (B) XLT
(C) XLW (D) XLA
11. The file created in Power point is called
(A) Presentation (B) Spreadsheet
(C) Animated slides (D) Document.
12. Command is used to remove a directory.
(A) DEL (B) CLEAR
(C) RD (D) REMOVE
13. The contents and designs are readily available in way
of creating presentation.
(A) Auto content Wizard (B) Blank Presentation
(C) Design Template (D) Onscreen Presentation
14. command is used to jump to a specific page.
(A) Jump to (B) Go to
(C) Move to (D) Zoom to
15. Workbook is a collection of
(A) Pages (B) Slides
(C) Sheets (D) Tables
16. The extension of Word file is
(A) Doc (B) txt
(C) rtf (D) Dox
17. is a statement containing the Assets and Liabilities of
a business.
(A) Trial Balance (B) Profit & Loss A/c
(C) Balance Sheet (D) Daybook
18. is used to switch between sheets.
(A) Sheet Tab (B) Page Tab
(C) Navigator (D) Scroll bar
19. Access is a package.
(A) Accounting (B) Spreadsheet
(C) Record (D) Database
20. view helps us to view all the slides simultaneously.
(A) Normal (B) Slide show
(C) Notes page (D) Slide sorter

II. Fill in the blanks :

20 × 2 = 40

1. In DOS, filename can be upto number of characters and extension name can be upto number of characters.
2. The instructions given before data entry are called and the instructions given after data entry are called
3. In the rule of Real Account, what goes out is and what comes in is
4. In Paint, tool enables you to select a part of object and tool enables you to erase the object.
5. In font size dropdown box, the smallest font size is and the largest font size is in Word 2003.
6. Shortcut key for Undo is and for Redo is
7. There are number of views and number of alignments in Power point.
8. Building comes under group and Interest received comes under group.
9. The command to create a file is and command to create a directory is
10. In MS Word, default orientation is and by default tab stops move by inch.

11. In Power point, the elements that are included in the footer area are Date & Time, &
12. There are types of chart and the default chart is chart.
13. master controls the formatting of all the slides and master controls the formatting of all Note Pages.
14. The address of first cell is and the address of last cell is
15. The shortcut key for Payment Voucher is and for Receipt Voucher is
16. The 2 buttons that appear in the formula bar when we type are and
17. By default the paragraphs are line spaced and..... aligned.
18. are used to hold data that you enter into the database and are used to retrieve the required data from the database.
19. In Excel, arranging the data in order is called and Retrieving the required data is called
20. converts Assembly Language to Machine Language and converts High Level Language to Machine Language.

III. Write whether the statements are "True" or "False". Do not write 'T' or '✓', for True and 'F' or 'X' for False : 10 × 1 = 10

- 1. Name box displays the contents of active cell.
- 2. Trojan Horses are System Software.
- 3. By default drop cap is applied to 3 lines.
- 4. The address of 2nd column and 3rd row is B3.
- 5. TDS is expanded as Tax Deducted in System.
- 6. Mail merge is merging picture to your document.
- 7. Transition option adds voice to the slides.
- 8. There are 10 data types in Access.
- 9. Alt key is used to activate the menu bar.
- 10. Tally is a Multi-language software.

IV. Fill the appropriate answers for the following : 5 × 5 = 25

- 1. a) Mouse is a device.
- b) Printer is a device.
- c) Pen drive is a device.
- d) Operating System is a software.
- e) Word Processor is a software.
- 2. Write the functions used for the following :
 - a) Adds a range of cell contents
 - b) Determines the average of a range
 - c) Counts the no. of cells having values
 - d) Inserts current date and time
 - e) Inserts only current date

3. Write the shortcut keys for the following :
- a) Left align
 - b) Right align
 - c) Centre align
 - d) Justify
 - e) Change case
- 4.
- a) Extension for Note pad file is
 - b) Extension for Word pad file is
 - c) Extension for Paint file is
 - d) Application name and File name is displayed in bar.
 - e) For switching between opened application, we use bar.
- 5.
- a) Manually, recording the transaction is done in book.
 - b) Classifying the business transaction is done in book.
 - c) is a document used to record day to day transactions in Tally.
 - d) is a statement containing various ledger balances.
 - e) Report is used to view Net Profit or Net Loss.

Code No. 41 X

8

A

V. Match the following :

$5 \times 1 = 5$

A

B

Answers :

1. Alignment

(A) Toggle

1.

2. Change case

(B) Purchase

2.

3. Function

(C) Justify

3.

4. Query

(D) PMT

4.

5. Voucher

(E) Update

5.

=====